

Approved For Release 2001/05/01 : CIA-RDP82-00357R000900130045-4

## 24. MANAGEMENT OF SPECIALLY QUALIFIED SCIENTIFIC PERSONNEL

- a. **GENERAL.** This regulation prescribes the policy and responsibilities pertaining to the Agency's personnel management and pay system for specially qualified personnel assigned to selected scientific positions associated with high priority national intelligence requirements.
- b. **AUTHORITY.** The authority for the policy prescribed by this regulation, including the establishment of a Scientific Pay Schedule, is derived from Section 8 of the Central Intelligence Act of 1949, as amended (50 U.S.C. 403j).
- c. **POLICY.** It is Agency policy to recruit, motivate, and retain highly competent scientific personnel. Of these, a small percentage occupies specially designated scientific positions and are remunerated in accordance with a Scientific Pay Schedule (SPS). SPS employees, specialists in the physical, biological, medical, or engineering sciences occupy one of the following categories of SPS positions:
- (1) Scientific advisor to managers of organizations engaged in either (a) exploratory research for the discovery of new concepts, phenomena, and theories providing the genesis of new technologies applicable to the intelligence process, (b) application of new technological advances in designing, developing, and fabricating prototype hardware and software systems, equipment, devices, and techniques for intelligence purposes, or (c) analysis, evaluation, and production of foreign scientific intelligence responsive to high priority national intelligence requirements and the shaping of United States foreign policy.
  - (2) Team leader, project manager, or first line supervisor responsible for the technical management of research and development projects of an office-wide research program as characterized in paragraph c(1).
  - (3) Combined position of advisor and technical manager with responsibilities for major scientific programs.
- d. **DESIGNATION OF SPS POSITIONS.** Each SPS position is designated on organizational staffing complements by title and occupational code used for comparable General Schedule (GS) positions, with the prefix "SPS" but excluding the GS grade level equivalent: e.g., Physicist SPS-1310.04-00.
- e. **PAY RATES.** Pay for SPS personnel ranges from the minimum rate for GS-16 to the highest rate for GS-18. Pay steps for the Scientific Pay Schedule equate to the GS pay steps for GS-16 through GS-18 as follows:

Scientific Pay Schedule	General Schedule
Steps 1 through 4	GS-16, Steps 1 through 4
Steps 5 through 8	GS-17, Steps 1 through 4
Step 9	GS-18

Pay applicable to SPS pay steps will be adjusted automatically when there are changes in the corresponding GS pay steps.

- f. **QUALIFICATION REQUIREMENT FOR SPS POSITIONS.** To be considered for an SPS position an individual must have broad, productive experience in the major scientific field related to the position. The experience may have been obtained in Government, private industry, academic institutions, or professional societies or organizations. Individuals also must have demonstrated ability to either administer scientific programs, conduct research, or provide consultation of a very high order in the specialized branch of the scientific field. Additional factors in the consideration of a candidate for assignment to an SPS position are

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59

academic background, publications, activities in professional societies, general reputation in the scientific field, and current salary.

### g. RESPONSIBILITIES

#### (1) The Director of Central Intelligence is responsible for:

- (a) Establishing SPS position ceiling for the Agency, with the approval of Congress and the Office of Management and Budget, and allocating such ceiling within the Agency as appropriate.
- (b) Approving the establishment of SPS positions and the inter-directorate transfer of SPS position ceiling within the authorized Agency SPS ceiling.
- (c) Approving appointments of personnel to SPS status and the reassignment of SPS personnel between directorates.
- (d) Approving promotions from SPS step 4 to step 5 (equivalent to GS-16/4 and GS-17/1) and from step 8 to step 9 (equivalent to GS-17/4 and GS-18/1).

#### (2) Deputy Directors are responsible for:

- (a) Recommending to the Comptroller, as part of their budget submissions, estimates of SPS positions and personnel required for their areas and, when necessary, recommending any revision to such budget submissions.
- (b) Recommending appointments to SPS status and desired pay steps, through the Director of Personnel, to the Director of Central Intelligence for approval.
- (c) Recommending promotions from SPS step 4 to step 5 and from step 8 to step 9, through the Director of Personnel, to the Director of Central Intelligence for approval.
- (d) Recommending to the Director of Personnel, for approval and processing, promotions to SPS steps 2 through 4 and steps 6 through 8.
- (e) Taking effective action to recruit, motivate, and retain competent scientific personnel.
- (f) Recommending to the Director of Personnel, for approval and processing, intra-directorate transfers of SPS position ceiling and deletions of SPS positions, and the reassignment of SPS personnel.

#### (3) The Director of Personnel is responsible for:

- (a) Determining that proposals for SPS positions included in staffing complements (see [redacted]) are consistent with the mission and functions of an activity and that personnel with special scientific qualifications are required at a level included in the Scientific Pay Schedule.
- (b) Assisting Deputy Directors in the recruitment and internal selection of qualified personnel to fill SPS positions.
- (c) Documenting and evaluating qualifications of proposed SPS assignees and SPS candidates for promotion in coordination with the Deputy Director concerned.
- (d) Recommending appropriate pay steps, in the appointment or conversion of SPS personnel, to the Director of Central Intelligence for approval. Emphasis will be placed on the qualifications and capabilities of the individual as they relate to the duties to be performed.
- (e) Ensuring that directorate SPS ceilings are not exceeded.

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- (f) Establishing SPS positions on staffing complements resulting from a new SPS position requirement, or from the inter-directorate transfer of SPS position ceiling upon approval of the Director of Central Intelligence.
  - (g) Recommending action to the Director of Central Intelligence on promotions of SPS personnel from SPS step 4 to step 5 and from step 8 to step 9.
  - (h) Approving recommendations from Deputy Directors for promotions to SPS steps 2 through 4 and steps 6 through 8, and processing appropriate personnel actions.
  - (i) Approving intra-directorate transfer of SPS positions which involve no substantive change in functions, and deletions of SPS positions; and recommending action on inter-directorate transfer of SPS position ceiling through the Comptroller, to the Director of Central Intelligence.
  - (j) Approving recommendations from Deputy Directors for reassignment of SPS personnel within directorates.
- (4) The Comptroller is responsible for:
- (a) Reviewing program and budget submission estimates of scientific personnel requirements to determine consistency with approved Agency missions, programs, overall personnel ceilings, and budget considerations; and in consonance with the Director of Personnel forwarding recommendations to the Director of Central Intelligence for increases in ceiling for scientific personnel that would be in excess of the Agency SPS ceiling.
  - (b) Reviewing requests for reallocation of SPS ceilings between directorates and forwarding such requests with recommendations to the Director of Central Intelligence.

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61-62

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## ROUTING AND RECORD SHEET

79-4991

SUBJECT: (Optional)

FROM:

AD/Pers.  
5E 58 Hqs.

EXTENSION

6825

NO.

PERS 79-5845

DATE

28 SEP 1979

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/ODA  
7D 18 Hqs.

10/4

JW

This establishes a procedure requested by the DDCI to accommodate Mr. Dirks' desire to identify the SPS positions within the conversion to SIS.

2. A/ODA  
7D 18 Hqs.

10/4

BM

3. DDA  
7D 18 Hqs.

10/4

BW

7. Executive Registry  
7E 12 Hqs.

5 Oct 79 Hm

9. DDCI  
7E 12 Hqs.

10/4

K

10. AD/Pers 23 OCT 1979

S

11. D/Pers  
5E 58 Hqs.

hard copy to C/SIS/SS

12. DD/Pers  
Chief PMSoriginal to our  
SIS Policy file

14. Ransom (File)

cc: 00/000/000  
e/pms  
C/SIS/SSORM  
62

610

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